Meeting of the Point Board and Staff, August 31, 1994

Minutes

The board and staff agree to a meeting once a week between now and September 30; next meeting will be Sept. 7, 6:00 - 8:00, subject to confirmation. Staff and board need to come up with an agenda for this meeting.

1. Employment status
The staff is laid off September 1. Hacsi is drafting an agreement, to be signed by staff and board, stating that staff will eventually get a bonus for the difference between salary/wages and unemployment. As a volunteer you can deduct all expenses — bridge toll, etc. — if you are itemized.

2. Governance
The staff would like a concrete, written, recognized way for us to administrate; we'd like rules — roots to determination of how this place is run, so it is not run ad hoc.
The board and staff agree to meet once a week between now and September 30; next meeting will be Sept. 7, 6:00 - 8:00, subject to confirmation. **Staff and board need to come up with an agenda for this meeting.**

3. Benefits
a. Unemployment: Colleen says we can get partial unemployment — that is, if we were to get paid work elsewhere halftime, we could get unemployment based on the difference between that amount of money and our full-time salary from Point. We've got an appointment at the EED office in San Rafael Sept. 2 at 1:00.
b. Kaiser and Dental: We're all covered for the month of September regardless. Should we get laid off at the end of September, COBRA is available to us. Lois has forms.

4. "Net royalty proceeds participation agreement" for staff
Howard and Tano are fine tuning it; they say it'll be ready end of week.

5. Issue 84
Board and production staff need to meet to discuss needs for the month.

Three pages, back cover and inside back cover will be devoted to advertising. Reid: we need advertising rates finalized ASAP so all of us can sell ads. Any ad sales should be coordinated through Reid.
We need to make paper decision.
Board to meet throughout week with #84 staff.

6. Space
Tano says the landlord is otpimistic about finding subtenants for part of our space. He says they're quering the others in the complex. Should a tenant of another space in the complex want to take over our space, and move out of their space, Point would have to pay the rent on the space that tenant evacuated.

7. MWEC rights
The only rights we've sold are paperback rights. British and Japanese rights are pending. Tano says he's spoken to someone who's very excited about producing the catalog in Mandarin (in Taiwan?). Before we can sell electronic rights we must have a signed agreement with all contributors saying we own the rights to their material. Note is going out to them — Mike and Howard are on this. No money will be available anytime soon from this.

8. Board development
Let's get staff involved in board development. Board will meet with anyone staff thinks is promising. Board member should have experience in many realms, fundraising experience. Shooting for 7 to 9 board of directors. We're also interested in forming a board of advisors. Board says we're unlikely to get board of directors insurance.

9. Membership program
Disguise catalyst program. Should bring in cash flow in a reasonable period of time(?). Info about it will be in #84.

10. MWEC last details
We need to decide on a box for the catalog. Box should be fairly substantial. Who will handle this? Reid?

11. Severance

This needs to be worked out should there be layoffs at end of month.

Who
Space
planners in place
query to them. what do we
need from them

Cash flow person

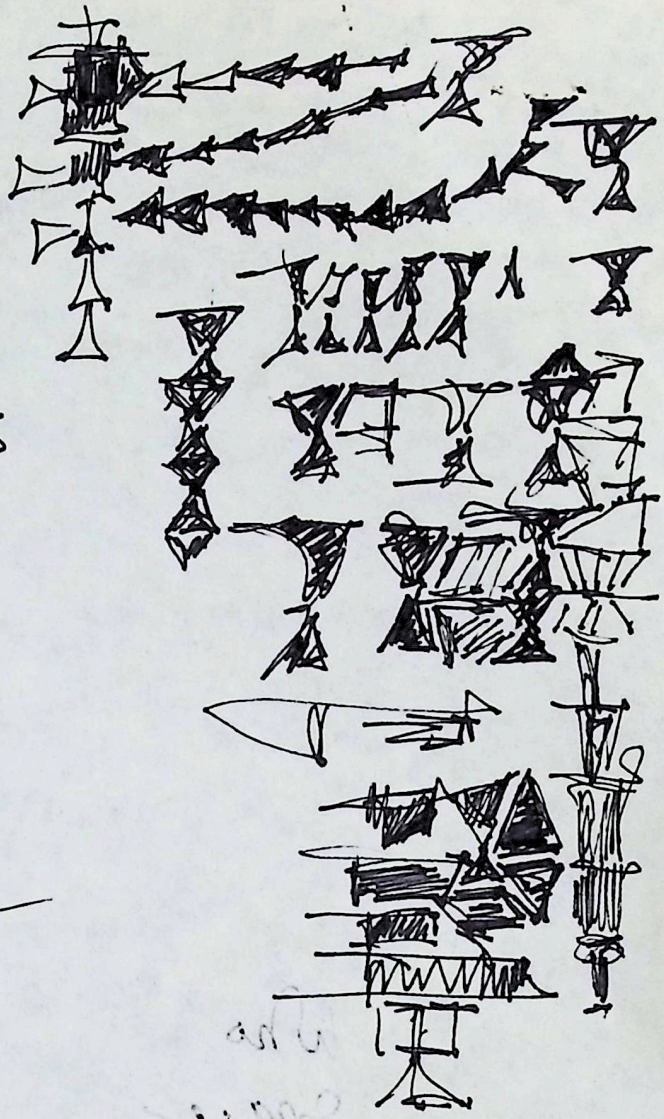
~~Lois Gavoe~~

financial analyst

Ko & Roth. space
& Winslow requirements

FULCOE?
MIKE, COLLEEN, HARSI,
REID

* FINANCIAL ANALYST
* FULCOE

* phone answerer
roster
including
volunteers

LISA
weekly schedule . 2 hr shifts